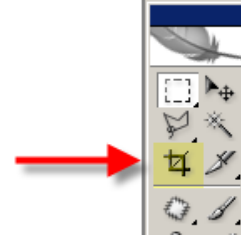
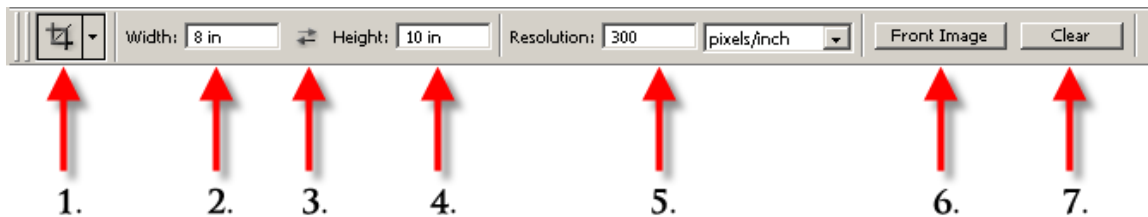


Cropping Correctly Using Adobe PhotoShop Version CS2

Some people attempt to crop their digital images in PhotoShop by using the Marquee tool or the image size menu selection. **Please do not use that method!** The fastest and most efficient method of cropping in Photoshop is to use the crop tool. The Crop tool is located on the main toolbar and is the third tool from the top on the left-hand side.



After you select the crop tool, set you crop size and image resolution (pixels per inch) in the options bar located near the top of your screen. The example below is for cropping and 8x10 at 300 PPI. At this point, simply move your mouse to the upper left corner of your image, hold down the mouse button, and drag down toward the bottom right. When you get the crop close to the area that you need, let go of the mouse button and use the “handles” at the corners of your crop selection to move or size the crop area to your satisfaction. When you have this just the way you want, press enter or double-click in the cropped area to crop your image.



1. **Tool Presets**-save out your most common crop sizes and never have to key them in again!
2. **Width of Crop**- set crop width in inches.
3. **Reverse Ratio**- Flip width and height dimensions.
4. **Height of Crop**- set crop height in inches.
5. **Resolution**- Set pixel resolution per inch. (usually 300 ppi for prints)
6. **Front Image**- Sets crop dimensions and resolution to the front most open image.
7. **Clear**- Clears all settings.

Additional tips:

1. Keyboard shortcut for the crop tool is the “C” key
2. If you find that your crop marquee wants to snap to the boundaries of your image, press and hold the control key (Command key on Mac), and you will be able to position with more control.
3. Click on the little arrow keys (located on the options bar between the width and height settings to quickly reverse the width and height settings.

Remember...be sure to set the resolution! 300ppi for print output and 72ppi for on screen display.

Also, you can drag the borders out beyond the image area and create a border that will be the same color as your background color.

Remember to save out your standard crop sizes as presets, so that you do not have to set them each time!